



# BUSINESS *Resource* GUIDE



City of Englewood

1000 Englewood Pkwy, Englewood, CO

303.762.2599 | [englewoodco.gov/business](http://englewoodco.gov/business)

*Yia mas!*

WE'LL EAT

“

From the very beginning, we've felt incredible support from our neighbors and just about every department within the City of Englewood, from Economic Development to the Englewood Police Department. As a family and business friendly community, Englewood continues to attract young families and professionals; well-established and start up businesses. We're grateful to be here and proud to be a part of the exciting things happening in and around our city.

- George Gastis, Owner

”

GROW & GATHER

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# WE'RE *Glad* YOU'RE HERE

*The City of Englewood has a thriving business community, and we're glad you're part of it. Whether you're a small, family-owned business, or a large corporation, we value – and reward – the contributions you make to the economic vitality of our community.*

## **ABOUT THE RESOURCE GUIDE**

Whether you are located in Englewood now, or considering a relocation to our city, the information contained in this Resource Guide highlights the programs and services we offer

to help you succeed. Use these resources to start, grow or enhance your business and reach your unique business goals. Information for new businesses that are just starting up can be found on page 12.

## **CONTACT US**

Contact the Englewood Economic Development Office or any of our economic partners for assistance. Our Partner pages include a complete list of organizations and the role they play in supporting a thriving business community in Englewood.

**303.762.2599 | [ecodev@englewoodco.gov](mailto:ecodev@englewoodco.gov) | [englewoodco.gov/business](http://englewoodco.gov/business)**



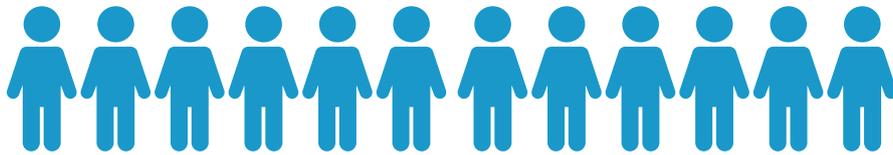
# ENGLEWOOD AT A GLANCE



Total Englewood Businesses

**2,100**

95% of Englewood  
Businesses Have 50  
Employees or Less



POPULATION **34,000**

MEDIAN AGE **36**



Median Household  
Income

**\$79,375**



Median Home  
Price

**\$542K**



College Degrees

**44.3%**



TOTAL SALES TAX  
RATE

**8.6%**

## TOP EMPLOYERS

1. Swedish Medical Center
2. Craig Hospital
3. Groove Toyota
4. King Soopers
5. Walmart
6. Red Bird Farms
7. Veolia Transportation Services Inc
8. Meadow Gold Dairy
9. Waste Management
10. American Bottling Company

# BUSINESS RESOURCES

## Business Initiation Grant

A grant for new business start-up assistance. Funds can be used for permanent capital improvements associated with starting a new business. A physical storefront in a commercial district is required.

**Requirements:** Must complete business training program or workshop, and develop a business plan.

**Maximum Grant:** \$5,000

## Business Acceleration Grant

A grant for permanent capital improvements to a business seeking to expand or improve their operation.

**Requirements:** Existing business with a minimum of two year's operating experience in Englewood.

Financial statements and business plan must be submitted.

**Maximum Grant:** \$10,000

## Primary Employer Incentive Program

Rebate of use taxes or permit fees to support the creation and retention of primary jobs in Englewood.

**Level I Requirements:** Create a minimum of five jobs and pay above Englewood's median income level. Strive to hire residents.

**Level II Requirements:** Create a minimum of 20 jobs and pay above Englewood's median income levels. Strive to hire residents. Approval of city council is required.

## Training Scholarships

Grants to business entrepreneurs seeking to grow their capacity and potential for success in Englewood by attending a training course offered by one of our training partners.

**Maximum Scholarship:** \$500 per business



KALADI COFFEE ROASTERS



NIXON'S COFFEE



EMERGE MODERN SALON



We are really looking forward to being a part of such a beautiful and historical part of Englewood. It already feels great to be part of a genuine and friendly small business community. We feel so welcomed by everyone — especially the local government.

- Jim Norris  
Co-owner, Mutiny Information Café



## Business Training and Workshops

In collaboration with our partners, US Small Business Administration and the Aurora-South Metro Small Business Development Center, the city offers various training opportunities for Englewood businesses. Contact the Economic Development Office to discuss availability of scholarships.

## Commercial / Industrial Site Selection

The city provides a comprehensive and customized site selection service to businesses seeking available office, retail, industrial, or commercial buildings and real estate within Englewood's city limits. The city also provides a free, online site selection service to businesses seeking information on available commercial properties.

## Quarterly Real Estate Reports

The city provides quarterly commercial real estate reports, which represent a snapshot of real estate trends and offers comparisons to Metro Denver and Arapahoe County. Customizable real estate reports are available by contacting Englewood's Economic Development Office.

## Custom Data and Reports

The city prepares and updates a variety of plans and reports to keep you up-to-speed on population growth, consumer spending, traffic patterns and more. The Economic Development Office can prepare a variety of reports pertaining to demographics, consumer spending and traffic. Call or email the Economic Development Office to request a customized report.

## Made In Englewood Event Grant

The grant supports local makers in the City of Englewood who participate in national and regional events to promote and sell their Englewood-made products outside of the city. The maximum \$500 grant is intended to reimburse an Englewood business for expenses, such as booth rental, event registration and promotional materials, to attend an event to promote and sell goods made in Englewood. Businesses awarded a grant may be highlighted in promotional materials by and for the city.

The grant reimburses Englewood businesses for eligible expenses and must be approved by the city prior to any expenses being incurred. A city grant commitment letter and paid invoices will be required before reimbursement is made to the business.

**Eligible Participants:** Artists, manufacturers, fabricators, and other creators of original/custom products made in the City of Englewood.

**Eligible Events:** Craft fairs, festivals, trade shows, and farmer's markets outside the City of Englewood.

**Ineligible:** Non-profits, religious institutions, political organizations, food trucks, restaurants and service-only businesses.

# BUSINESS RESOURCES

## **South Metro Enterprise Zone**

Businesses located within designated areas of the City of Englewood are eligible for State of Colorado income tax credits in the following areas:

**Investment Tax Credit:** Provides a 3 percent tax credit for equipment purchases.

**New Employee Credit:** Offers \$1,100 per net new job.

**Employer Sponsored Health Insurance Credit:** \$1,000 per covered employee.

**Job Training Credit:** Companies that implement a qualified job training program may claim a tax credit of 12 percent of their eligible training costs.

**Research and Development Credit:** Provides up to 3 percent for qualified research and development expenditures.

**Vacant Building Rehabilitation Credit:** 25 percent tax credit of the cost of rehabilitating the building for commercial use; up to \$50,000.

**Manufacturing Sales and Use Tax:** Up to 1.5 percent tax credit on commercial trucks, truck tractors, tractors, or semi-trailers, as well as associated parts.

## **Englewood Downtown Development Authority**

The Englewood Downtown Development Authority (EDDA) is a steward and champion for Downtown Englewood. A quasi-government entity, the EDDA works closely with the City of Englewood, the Greater Englewood Chamber of Commerce, property owners, businesses and other civic players to revitalize the downtown district through economic development and marketing, placemaking, mobility, safety and urban design initiatives. For more information about the EDDA and its resources for businesses, please visit [englewoodco.gov/our-city/downtown-development-authority](http://englewoodco.gov/our-city/downtown-development-authority)

## **Greater Englewood Chamber of Commerce**

The Greater Englewood Chamber of Commerce serves as a key economic partner of the City of Englewood, collaborating closely to promote economic development, advocate for local businesses and enhance the overall community prosperity. Together, they work to create a supportive environment for businesses and residents alike, driving growth and innovation within the Englewood area. The Greater Englewood Chamber of Commerce serves as a collective voice for local businesses, advocating for their interests and fostering a vibrant business environment. The Chamber offers networking opportunities, business forums and initiatives aimed at enhancing the community's economic vitality.

## Colorado Brownfields Revolving Loan Fund

The City of Englewood is a founding member of the Colorado Brownfields Revolving Loan Fund, a coalition of Front Range communities that administer a loan program to finance the cleanup and remediation of brownfield properties. The Colorado Brownfields Revolving Loan Fund offers financing with reduced interest rates and favorable loan terms to clean up unused or underused contaminated properties.

## Development Review Team

The Development Review Team (DRT) includes staff from various city departments who meet with applicants to discuss the review process for proposed projects, to highlight applicable codes and policies, to identify potential issues, and to offer possible solutions. This DRT pre-application review process is strongly encouraged, free, and is focused on assisting applicants through the development process as smoothly as possible. The DRT process occurs prior to official application submittal and takes approximately two weeks to receive comments from city staff.



The Greater Englewood Chamber of Commerce is a membership organization that promotes and advocates on behalf of local businesses. We offer monthly opportunities for networking, marketing your business and educational seminars and training. We work closely with the City of Englewood and other local entities to help keep our members informed about new developments and legislative issues. We strive to be the voice of the business community by listening to our members' needs and helping them to achieve success.

- Lindsey Runyan  
Executive Director,

Greater Englewood Chamber of Commerce



# ECONOMIC PARTNERS



ARAPAHOE COMMUNITY COLLEGE

## **Arapahoe Community College**

ACC Workforce & Community Programs offer a wide variety of continuing professional education and community education programs in multiple learning formats for a wide range of age groups.

[arapahoe.edu/workforce-community-programs](http://arapahoe.edu/workforce-community-programs)



## **Downtown Colorado, Inc.**

Colorado's premier nonprofit membership association that supports downtowns, business improvement districts, downtown development authorities, urban renewal authorities, rural communities, local governments and businesses that champion downtown.

[downtowncoloradoinc.org](http://downtowncoloradoinc.org)



Greater Englewood  
chamber of commerce  
*bringing business together™*

## **The Greater Englewood Chamber of Commerce**

Focused on energizing and promoting Englewood while constantly engaging new businesses.

[myenglewoodchamber.com](http://myenglewoodchamber.com)



## **Englewood Downtown Development Authority**

Coordinates and finances projects that focus on Englewood's downtown economic vitality, attractiveness and quality of life. It facilitates partnerships between businesses, property owners and other civic players to champion downtown for the long term.

[englewoodco.gov/our-city/downtown-development-authority](http://englewoodco.gov/our-city/downtown-development-authority)



Metro **Denver** EDC

## **Metro Denver Economic Development Corporation**

The nation's first regional economic development entity, bringing together the entire nine-county Metro Denver and Northern Colorado region to promote and support the mutual growth of our region's talent and businesses, while also recruiting new talent and new businesses to join us in living a prosperous and elevated life.

[metrodenver.org](http://metrodenver.org)



## **Arapahoe/Douglas Works! Workforce Center**

Provides a variety of no-cost services to connect job seekers and businesses.

[adworks.org](http://adworks.org)



### **Aurora-South Metro Small Business Development Center**

Dedicated to assisting small businesses in achieving their goals of growth, management improvement and financial success by providing confidential and free one-on-one consulting and free or low-cost business workshops.

[aurora-southmetrosbdc.com](http://aurora-southmetrosbdc.com)

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### **The Denver South Economic Development Partnership**

The Denver South Economic Development Partnership is committed to building economic development leadership, civic involvement, and positive business advocacy to continuously improve the region's economy and high-quality living standard.

[denversouthedp.org](http://denversouthedp.org)

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### **Small Business Administration**

The U.S. Small Business Administration (SBA) was created to aid, counsel, assist and protect the interests of small business concerns, to preserve free competitive enterprise and to maintain and strengthen the overall economy. The SBA recognizes that small businesses are critical to our overall economy, to building America's future, and to help the United States remain competitive in today's global marketplace.

[sba.gov](http://sba.gov)



### **Manufacturer's Edge**

Manufacturer's Edge encourages the strength and competitiveness of Colorado manufacturers through on-site technical assistance, coaching, training and consulting, collaboration-focused industry programs, and leveraging government, university and economic development partnerships. Through on-site support and technical assistance, Manufacturer's Edge works to boost the competitiveness of Colorado manufacturers.

[manufacturersedge.com](http://manufacturersedge.com)

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### **The South Metro Denver Chamber**

Action-oriented in business engagement, economic development and public policy, providing members the opportunity for community involvement and a platform to build strategic partnerships and remarkable relationships.

[bestchamber.com](http://bestchamber.com)

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### **Mi Casa Resource Center**

Mi Casa works to advance the economic success of Latino and working families by expanding opportunities for educational, professional and entrepreneurial advancement. Mi Casa provides training for families beginning with programs for youth that inspire academic success, leadership, and career exploration. For adults, career and business training helps families prosper through career advancement or business ownership.

[micasaresourcecenter.org](http://micasaresourcecenter.org)

# OPENING A BUSINESS IN ENGLEWOOD

**It is recommended that these steps be carried out in order.**

## Applicable for Start-Up Businesses

- Conduct a market study including focus groups and/or surveys
  - Show that demand will be enough to be profitable
  - Determine who your competitors are
  - Evaluate what sets you apart from your competitors
  - Contact the Englewood Economic Development Office for free demographic reports
- Write a business plan or outline which is necessary for financing (See page 13)
- Develop a financial plan, including:
  - Startup costs and monthly costs
  - Profit, loss and cash flow projections
  - Possible lenders (See page 13)
- Determine your business structure (See page 14)
- Conduct a name search to determine if your business name is available through the Colorado Secretary of State
- Apply for your Dun & Bradstreet DUNS number if you want to apply for federal contracts or grants
- Open a business checking account

## Applicable for All Businesses

### – Start-Ups, Expanding, Relocating

- Search for an available business location in the City of Englewood. [englewoodco.gov/business](http://englewoodco.gov/business)
- Contact Community Development to confirm the proposed use is permitted in the zone district. **303.762.2342; [commdev@englewoodco.gov](mailto:commdev@englewoodco.gov)**
- Contact the Building Division to determine development/building code requirements. **303.762.2356**
- Complete the Industrial Wastewater Survey to determine if your business will discharge wastewater into the sanitary sewer. **303.762.2600**
- Contact Community Development to schedule a pre-application meeting with the development review team. **303.762.2342; [commdev@englewoodco.gov](mailto:commdev@englewoodco.gov)**
- Register your business with the Colorado Secretary of State's Office
- Apply for your Federal Employer Identification Number (EIN)
- Obtain a City of Englewood Sales and Use Tax License
- Obtain a State of Colorado Sales Tax License, if applicable
- Obtain Liability and General Business Insurance
- Determine if your business needs to be licensed or registered with the Department of Regulatory Agencies
- Determine if your business requires a permit from the health departments:
  - Arapahoe County Public Health
  - State of Colorado
- Obtain other licenses from the City of Englewood, as applicable (See page 15)
- Submit sign permit application to the City of Englewood if exterior signs are planned

## If Your Business Has Employees

- Obtain Worker's Compensation Insurance from a private insurance carrier
- Register for Unemployment Compensation Insurance
- Be aware of the Wages and Fair Labor Standards Act
- Be aware of occupational safety regulations

# DEVELOPING A BUSINESS PLAN

**There are several reasons why advanced planning is a critical step when starting a business. Planning provides a path to follow and offers the opportunity to measure the progress of the new business venture.**

A business plan helps you and others (investors, suppliers, employees, etc.) understand the operations and goals of your business. It also presents a simple concept of the company that can be easily explained to everyone. There are several core elements a business plan should contain. These are modeled on Colorado Small Business Development Center (SBDC) guidelines and include:

## The Business

- Description of Business
- Products/Services
- Market Analysis
- Marketing Plan
- Location
- Competition
- Management and Operations
- Personnel
- Application and Effect of Loan or Investment

## Financial Data

- Projected financial statements, including income statements, cash flow statements, balance sheets and assumptions to projected financial statements
- Break-even Analysis
- Sources and Uses of Funds

## Supporting Documents

These documents may include historical financial statements, tax returns, resumes, reference letters, personal financial statements, facility diagrams, letters of intent, purchase orders, and/or contracts. There are many resources available to assist you in preparing a business plan.

## Resources

The Aurora-South Metro Denver Small Business Development Center offers several workshops aimed at assisting a business owner in preparing a plan. For more information, visit [aurora-southmetrosbdc.com](http://aurora-southmetrosbdc.com)

## Possible Lenders

Small Business Administration .....	<a href="http://sba.gov">sba.gov</a>
Accion.....	<a href="http://accion.org">accion.org</a>
Colorado Enterprise Fund .....	<a href="http://coloradoenterprisefund.org">coloradoenterprisefund.org</a>
Colorado Housing and Finance Authority.....	<a href="http://chfainfo.com">chfainfo.com</a>
B:Side Fund .....	<a href="http://bsidecapital.org/colorado-lending-source">bsidecapital.org/colorado-lending-source</a>
Rocky Mountain MicroFinance Institute .....	<a href="http://rmmfi.org">rmmfi.org</a>
Mi Casa Resource Center .....	<a href="http://micasaresourcecenter.org">micasaresourcecenter.org</a>

# BUSINESS STRUCTURES

When starting a business, you must decide what legal structure is best for the needs of your business. There are several choices of business formats in Colorado. To help you decide, ask yourself the following questions:

1. To what extent will you be personally at financial and legal risk?
2. Who will have the controlling interest in the business?
3. How will the business be financed?

There are advantages and disadvantages to each legal structure as shown in the table below.

STRUCTURE TYPE	DEFINITION	ADVANTAGES	DISADVANTAGES	BUSINESS REGISTRATION	
				Secretary of State	Internal Revenue Service
Sole Proprietorship	Business owned/operated by a single individual	<ul style="list-style-type: none"> <li>Simple</li> <li>Ease of decision making</li> <li>Owner keeps profits</li> </ul>	<ul style="list-style-type: none"> <li>Owner assumes all liability of business</li> <li>Owner must guarantee all debt personally</li> <li>More financing limitations</li> </ul>	✓	
General Partnership	Business owned by two or more individuals or business entities	<ul style="list-style-type: none"> <li>Simple formation</li> <li>Ability to pool resources of partners (financial, professional, managerial, etc.)</li> <li>Flexibility in dividing profits and losses</li> </ul>	<ul style="list-style-type: none"> <li>Partners assume personal liability if partnership structure changes</li> <li>Partnerships must be dissolved and reformed</li> </ul>	✓	✓
Limited Partnership	Business owned by two or more individuals or other business entities where at least one partner has limited liability protection	<ul style="list-style-type: none"> <li>Partners' risk is limited to their investment in the business</li> <li>Can raise capital by selling additional limited partnership interests</li> </ul>	<ul style="list-style-type: none"> <li>General partner remains personally liable</li> <li>Limited partner may not work in business/management without risking loss of limited liability status</li> </ul>	✓	✓
Corporation	Legal entity that exists separately from the people who created it	<ul style="list-style-type: none"> <li>Protection from personal liability</li> <li>Stability even with ownership change</li> <li>Ability to attract multiple investors</li> </ul>	<ul style="list-style-type: none"> <li>Corporate profits may be subject to double taxation</li> <li>Substantial legal and tax paperwork</li> </ul>	✓	✓
S Corporation	Corporation that is taxed more like a partnership or sole proprietorship	Same as corporation with possible tax advantages	<ul style="list-style-type: none"> <li>Limitations of number of potential investors</li> <li>Numerous restrictions and substantial legal and tax paperwork</li> </ul>	✓	✓
Limited Liability Company (LLC)	Combines concepts of partnership for tax purposes and corporation for liability purposes	<ul style="list-style-type: none"> <li>Protection from personal liability</li> <li>For income tax purposes can be treated as a partnership or a corporation</li> </ul>	<ul style="list-style-type: none"> <li>Tax and liability treatment is not uniform from state to state</li> <li>May be limitations on transfer of ownership</li> </ul>	✓	✓

# PERMITS AND LICENSES

Depending on the type of business you operate, additional permits and licenses may be required in addition to your City of Englewood Sales and Use Tax License. Scan the QR code or visit the link below to see a list of licenses and permits issued by the City of Englewood.

[englewoodco.gov/government/city-departments/finance/sales-use-and-other-business-licenses](http://englewoodco.gov/government/city-departments/finance/sales-use-and-other-business-licenses)

**NOTE:** Additional licenses or permits may be required by the State of Colorado. The Colorado Office of Economic Development and International Trade maintains a database of registered industries which provides information about state and federal regulations. Please check the Occupations/Industry License Database for information on required permits and licenses by industry.



**WELLNESS DISTRICT**

# CONTACTS

## ORGANIZATION

## TELEPHONE

### CITY OF ENGLEWOOD

Building Permits.....	303.762.2357
City Clerk .....	303.762.2405
Code Enforcement .....	303.762.2335
Community Development .....	303.762.2342
Economic Development .....	303.762.2599
Fire.....	303.762.2365
Police .....	303.761.2410
Public Works.....	303.762.2500
Sales and Use Tax.....	303.762.2422
Zoning Information.....	303.762.2342

### ECONOMIC PARTNERS

Aurora-South Metro Small Business Development Corporation .....	303.326.8686
Arapahoe/Douglas Works! Workforce Center .....	303.636.1160
Denver South Economic Development Partnership.....	303.792.9447
Greater Englewood Chamber of Commerce .....	303.789.4473
Manufacturer's Edge .....	888.312.8997
Mi Casa Resource Center.....	303.573.1302
The South Metro Denver Chamber.....	303.795.0142
US Small Business Administration .....	303.844.2607
Metro Denver Economic Development Corporation .....	303.620.8092
Englewood Downtown Development Authority Downtown Colorado, Inc. ....	303.282.0625
Arapahoe Community College.....	303.797.5722

### STATE OF COLORADO

Department of Labor & Employment.....	303.318.8000
Department of Local Affairs.....	303.864.7720
Department of Public Health & Environment.....	303.692.2000
Department of Regulatory Agencies .....	303.894.7855
Department of Revenue.....	303.238.7378
Office of Economic Development & International Trade.....	303.892.3840
Secretary of State.....	303.894.2200

### UNITED STATES

Census Bureau .....	720.962.3700
Citizen and Immigration Services .....	800.375.5283
Department of Commerce.....	303.312.7650
Department of Labor and Employment.....	720.264.3250
Economic Development Administration.....	303.844.4715
Internal Revenue Service.....	844.545.5640
Social Security Administration .....	800.772.1213

### OTHER

Accion .....	202.393.5113
Colorado Enterprise Fund.....	303.860.0242
Colorado Housing and Finance Authority.....	303.297.2432
B:Side Fund .....	303.657.0010
Rocky Mountain Micro Finance Institute.....	720.941.5037
Arapahoe County Public Health Department .....	303.794.4584

